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Machine Records

29 July 1949

Executive

Acting Management Officer

Machine Records of Personnel Information

1. Management surveys have revealed that there are five groups of officials within Central Intelligence Agency who maintain information of some kind on agency personnel:

a. Personnel Office -

(1) For normal day-to-day personnel operations

(2) For military reserve programs

b. Budget Office - For payroll and leave purposes

c. Inspection and Security - For security control purposes

d. Services Office - For telephone room service and for space allocation

e. Administrative Officers - For normal day-to-day administrative support

2. Presently, machine records of agency personnel are maintained by Machine Methods Branch, Office of Collection and Dissemination, for the use of the Personnel Office. The present activity was established with insufficient consideration being given to the needs of other organizational segments of CIA. Two cards containing information transmitted by Headquarters Detachment are now punched for CIA employees:

a. Personnel Status Card - The name is alphabetically punched and all information relative to the employee's CIA appointment is coded on this card.

b. Qualifications Card - Education, language, machine, military, and occupational skills are coded into this card, which is, in actuality, an extension of the personnel status card. The name is not repeated, but the two cards are joined by a number assigned for each individual. This number is punched in both cards. This information is not being kept up-to-date by the Personnel Office.

c. Military Roster Card - A completely separate card, not joined to the two cards described above, shows the name and home address alphabetically punched and the individual's military status and experience in code.

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3. The following utilization is made of these punch cards:

a. Personnel Status Card -

(1) Monthly, the name and grade of all employees listed by organizational location - supplied to Personnel Office, I&S, and the ORE portion to ORE Administrative Staff.

(2) Monthly, name and grade of all employees in straight alphabetical sequence - supplied to the Personnel Office.

b. Qualifications Card - Frequently, lists of names of employees possessing certain desired qualifications - supplied to the Personnel Office.

c. Military Roster Card - Periodic listings to Headquarters Detachment.

4. With greater utilization of the present punch-cards and with a slight extension of the information maintained on punch-cards for all CIA employees, e.g., addition of a location card, needed information and records now being maintained manually can be provided by this personnel punch-card file, for example:

a. Monthly listings of employees eligible for administrative increases - for Personnel Office.

b. Current flexoline index to position control - for Personnel Office.

c. The payroll.

d. Current revisions to personnel status and location - for I&S files.

e. Leave records and balances.

f. Current flexoline listings for the telephone room.

g. Immediate and effortless publication of new telephone directories - by photographing currently maintained flexoline panels.

h. Space utilization surveys.

i. Personnel rosters for operating offices.

j. Budget.

5. The following management benefits would accrue to the Agency:

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a. One notification transmitted to one central point for all changes in status of personnel.

b. Mechanical listings of all changes provided to all interested parties in such form and containing such information as is required for a particular operation.

c. Elimination of manual transcription of personnel data.

d. A more accurate record in all offices which utilize personnel data.

6. It is suggested that a management study be initiated for purposes of developing and installing appropriate procedures for a centralized file of all required information on CIA personnel, such file to be maintained on machine punch-cards.

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